



### **BOOKKEEPER/OFFICE MANAGER**

Mandela Partners (MP) is a non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through food enterprises in under-resourced communities. Our approach is based on a systems model that addresses issues of economic disinvestment, food insecurity, and health inequity, building on local assets to cultivate thriving communities.

#### **Key Areas of Responsibility**

Reporting to the Finance Director, the Bookkeeper/Office Manager takes primary responsibility for managing the administrative functions of MP's day-to-day office management and bookkeeping, as well as MP's two incubated businesses that are under the organization's fiscal management--Oak Harvest Kitchen and Zella's Soulful Kitchen. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, significant initiative and attention to detail are required. The ideal candidate will have an understanding of bookkeeping principles in a non-profit environment, computer literacy and a commitment to service in limited-resource communities of color.

#### **Bookkeeping (70%)**

- Perform all bookkeeping functions using Quickbooks Online including A/R, A/P for MP, Oak Harvest Kitchen and Zella's Soulful Kitchen.
- Reconcile bank accounts, cash accounts, customer and vendor accounts
- Process payroll/timesheets and make sure that all staff are correctly returning timesheets and that the reports are compliant with California labor code
- Prepare monthly, quarterly and annual financial statements
- Support annual budgeting and planning process and monitor progress
- Assist with organizational cash flow and forecasting
- Assist in preparation of support work for the audit
- Maintain confidentiality regarding organization's financial and personnel information

#### **Administration (30%)**

- Maintain MP's personnel and operations policies and procedures
- Process new hires, ensure compliance with new hire reporting requirements and maintain personnel files
- Monitor employee benefits, including administration of plans as needed
- Ensure the inventory of office supplies and printed materials is maintained
- Provide for maintenance of office machines (e.g., printer, copier, fax, phone system) as needed
- Open and distribute mail, answer phones and check voicemail during business hours
- Provide additional administrative support to MP Programs as needed

#### **Preferred Experience and Qualifications**

- Proficient in QuickBooks Online, Microsoft Excel, Microsoft Word, Adobe and Dropbox
- Minimum of 3 years QuickBooks and advanced Excel experience preferred
- Experience with non-profit bookkeeping preferred
- Experience with successfully running the operations of a small office
- Experience managing the annual budget process

- Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
- Outstanding interpersonal and communication skills, both oral and written
- Highly organized and able to multitask
- Efficient in an environment with evolving priorities
- Self-directed, positive, energetic, flexible, compassionate, collaborative, and team oriented individual

Mandela Partners is an equal opportunity employer: LGBTQ, people of color, women and lifelong Oakland residents are encouraged to apply.

This is a full-time exempt position, \$60,000 - \$65,000 starting salary. Mandela Partners offers health, dental, vision benefits, in addition to a 401K program once eligible.